25X1A9a Mr: You are invited to present the subject Agency Records Management at 1420 - 1520 to be given at 25X1A6d 25X1A6d to the Support Services Review: Trends and Highlights Course. Attached are a guidance sheet concerning the course and travel 25X1A6a If you desire any further information about instructions to the course, please contact the Course Chief Instructor, Mr. 25X1A9a on Extension 3567. 25X1A9a FOIAb3b /JOHN RICHARDSON Director of Training Attachments

 $_{\rm c.i.}$ NoV Approved For Release 1999/09/07 : CIA-RDP72-00450R000100310013-4